

FOUNDATION
&
ASSOCIATION
GRANTS

LETTERS OF **INQUIRY FOR** **FOUNDATIONS**

LETTERS OF INQUIRY FOR FOUNDATIONS

“What should be included in a letter of inquiry/intent?”

In recent years, letters of inquiry have become an important part of the fundraising process. Many foundations now prefer that funding requests be submitted first in letter format instead of a full proposal. Others are using preliminary letters of inquiry to determine if they have an interest in a project before accepting a full proposal. In either instance, it is important to recognize that a well-written letter of inquiry is crucial to securing funding for your project. An effective letter of inquiry is often more difficult to write than a full proposal. The letter of inquiry should be brief—no more than three pages—and must be a succinct but thorough presentation of the need or problem you have identified, the proposed solution, and your organization's qualifications for implementing that solution. The letter of inquiry should be addressed to the appropriate contact person at a foundation or to its CEO and should be sent by regular mail.

Not unlike a grant proposal, the letter of inquiry should include: an introduction, a description of your organization, a statement of need, your methodology, a brief discussion of other funding sources, and a final summary.

The introduction serves as the executive summary for the letter of inquiry and includes the name of your organization, the amount needed or requested, and a description of the project. The qualifications of project staff, a brief description of evaluative methodology, and a timetable are also included here. This should not exceed one paragraph.

The organization description should be concise and focus on the ability of your organization to meet the stated need. Provide a very brief history and description of your current programs while demonstrating a direct connection between what is currently being done and what you wish to accomplish with the requested funding. You will flesh this section out in greater detail if you are invited to submit a full proposal.

The statement of need is an essential element of the letter of inquiry and must convince the reader that there is an important need that can be met by your project. The statement of need includes: a description of the target population and geographical area, appropriate statistical data in abbreviated form, and several concrete examples.

The methodology should be appropriate to your statement of need and present a clear, logical, and achievable solution to the stated need. Describe the project briefly, including major activities, names and titles of key project staff, and your desired objectives. As with the organization description, this will be presented in far greater detail in a full proposal.

Other funding sources being approached for support of this project should be listed in a brief sentence or paragraph.

The final summary restates the intent of the project, affirms your readiness to answer further questions, and thanks the potential funder for its consideration.

Note: attachments should be included only at the direction of the potential funder and should be specific to its application guidelines.

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SAMPLE LETTER **OF INQIRY**

SAMPLE FOUNDATION INQUIRY LETTER

{Date}

{Organization Contact}

{Contact's Title}

{Organization}

{Organization Address}

{City, State Zip}

Dear {Contact},

I'm writing to get your initial response to a potential funding opportunity in {city} for the {funding organization}. {Insert your organization's name} has a long-standing commitment to helping the youth we serve gain the skills they need to lead full, productive lives. According to Drug Strategies, anger management is believed to be one of the essential skills contributing to personal and social competence. We plan to implement *Skills for Managing Anger* with our youth to help them gain this vital competence.

Background on Our Agency

{Information on your agency and why *Skills for Managing Anger* is a crucial component of your programming.}

Project Description

We request funds to support our initial implementation of *Skills for Managing Anger*, a comprehensive, research-based program that has been proven to help kids manage their anger and walk away from fights. *Skills for Managing Anger* teaches concepts and skills that empower young people to manage their anger without resorting to violence or aggression. Youth learn how to set and achieve realistic goals, recognize their physical anger signals, identify their personal "hot buttons," devise their own "self talk," and get out of difficult situations. An adult tutor guides small groups of six to twelve young people through a carefully structured curriculum (six or twelve sessions) that combines short video clips, group discussion, and experiential activities. The tutor training, materials, and evaluation for *Skills for Managing Anger* are provided by SERA Learning, based in San Francisco.

Since its release in 1995, *Skills for Managing Anger* has been successfully used with adolescents and young adults ranging in age from 12 to 24 in varied settings including public schools, job training programs, juvenile corrections facilities, alternative schools, and community-based programs. Furthermore, third party, controlled evaluation shows positive changes in youth that participated in the program. Third-party evaluation results report that youth less often use physical or verbal aggression, and more often use non-aggressive responses (e.g., self-calming phrases, walking away from fights) after receiving SMA training.

{List relevant funding priorities and/or ways the program meets the objectives of the funder.}

Funding Request

We request {dollars} from the {funding organization} to support this crucial project. Funds provided by the {funding organization} will be used to train {number of} tutors to implement the course, purchase course materials (tutors' guides, student workbooks, videotapes, and parent/staff orientation kit) and conduct evaluation of the program. The program will reach over {number of youth} in {expected timeframe}.

We appreciate your consideration in this important project. We know this project will help us have a greater impact on the youth, {insert other appropriate constituencies (schools, parents, families, etc.)}, and communities we serve. Please do not hesitate to contact me at {insert contact information} with any questions or comments. We look forward to working with your organization.

Sincerely,

{Name}

{Title/Position}

Source: SERA Learning

<http://www.sera.com/>

WRITING
PROPOSALS
FOR
FOUNDATIONS

- **DO YOUR RESEARCH** to find a good fit between your activities and the interests, restrictions and spending patterns of particular foundations. Do not hope for a foundation to make an exception for you with regard to interest areas, geographic focus, etc.
- **THE FOUNDATION MOST LIKELY TO SUPPORT YOUR ORGANIZATION** spends money in your geographic area to organizations like yours in type of endeavor (arts, youth, education) and size of operation.
- **FIND OUT THE PROPER FORMAT** for submitting a request to a particular foundation and follow their guidelines for submission. Some foundations are not specific about submission formats and many want a brief letter.
- **ELEMENTS FOR A TWO-PAGE LETTER PROPOSAL** to foundations when they do not have a specific format you are to follow, for instance an application form or list of steps to apply. Be persuasive, honest and describe the problems faced by your clients and your solution (to be paid for with a grant).

- [illegible]

- **MAKE SURE YOU HAVE DONE YOUR RESEARCH CAREFULLY;** that your correct name, address and phone are easy to find; the letter has appropriate signatures (board president and/or executive director); you have included information about the project duration, contact person; the letter is on letterhead. In your letter, identify anyone with your organization who knows any of the foundation representatives—and include anything else the particular source wants (number of copies, format, etc.). Use the most current information you can get for priorities, restrictions, deadlines, etc.
 - **YOUR PROPOSAL SHOULD SPEAK FROM YOUR HEART** about a real problem which you propose to address and why you will be successful. Be honest and realistic, but proud of and specific about your good work. You'll probably need to write a first draft, leave it for a few days, then revise it. Also, you can plan on using basically the same letter in writing for support to a variety of sources—just make sure that the letter is properly modified for each new source and is a freshly typed original! The "letter proposal" can be an initial written approach to a foundation (which may be used to screen out inappropriate requests or for the foundation to decide if they want a full proposal from you) or it can be the entire proposal on which the foundation will base their decision to grant funds or reject the request.
 - **PERSONAL CONTACT** with a foundation representative can be extremely important—to clarify their interests, appropriate amounts, personal connections you may have in common, timing, or format. Not all foundations will meet with you, but most which have staff will. Don't waste a foundation representative's time asking about deadlines if they are published elsewhere, but it's usually OK to call for clarification or to ask if it would be appropriate for you to submit a request. The best person to contact the Foundation is a board member (a volunteer with nothing personally to gain, as opposed to a staff person...though an executive director can make contact as well).
 - **WHAT MAKES YOU SO SPECIAL OR IMPORTANT? WHO CARES?** (Rhetorical questions for you to consider before making contact by phone or in writing. Why should a foundation give you (their) money? See if you can describe your organization's mission in seven words or less, then have examples telling a "people" story ready to expand on your mission statement.)
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FOUNDATION

GRANT

APPLICATION

EXAMPLES



NATIONAL NETWORK OF GRANTMAKERS

Common Grant Application

Dear Nonprofit Colleague:

To save you time and effort in the grant application process, the National Network of Grantmakers (NNG) has developed this common application form. NNG is an organization of grantmakers committed to social justice and philanthropic reform. The common application format is one way of moving toward our mission.

Strategies for Successful Grant Seeking:

- Research the funding interest of a foundation before applying and obtain a copy of its annual report and/or guidelines.
- Familiarize yourself with the funder's application process, including timetable and preferred method of initial contact. It is important to note that some funders accept proposals only after an initial phone call, query letter or pre-application form and in general, it is never a good idea to send out mass mailing of proposals.
- Include a brief cover letter that outlines the link between your proposal and the funder's interests. One paragraph of the cover letter should provide a brief summary of your project.
- Follow the attached format and any specific instructions from the funder.
- Remember that NNG members are interested in addressing the root causes of social problems and address this in your narrative.

Because this is a broad attempt to meet the general requirements of a number of grantmakers, certain funders might request additional information.

The National Network of Grantmakers is an organization of individuals involved in funding social and economic justice. The Network values individuals, projects and organizations working for systemic change in the U.S. and abroad, in order to create an equitable distribution of wealth and power and mutual respect for all peoples. NNG works primarily within organized philanthropy to increase financial and other resources to groups committed to social and economic justice. NNG has three strategic directions: Embarking on a campaign to galvanize existing and new philanthropic resources for social and economic justice work; Providing a network to offer mutual support for progressive grantmakers, share information across grantmaking sectors and promote the exchange of information and strategies among social change funders and community activists; Working to reshape philanthropic policies and procedures among our own members, as well as the larger field of philanthropy, to promote diversity and open, democratic processes in order to increase the amount of funding and other resources for progressive social change.

For more information contact:

NNG, 150 Court Street, 2nd Floor, Brooklyn, NY 11201

Tel: 718.923.1400 x242 Fax: 718.923.2869 E-mail: nng@nng.org

Web site: www.nng.org

This Common Grant Application is a project of the National Network of Grantmakers. The form consists of five pages: a cover letter, Participating Funders List, Cover Sheet & Narrative, Instructions and Budget page. If any pages are missing, please request them from your source for this form.

Participating Funders List

Information about individual foundation funding interests is available from each funder. The NNG *Grantmakers Directory* is a good starting place for this type of information. It can be obtained from NNG. Please call for the current price. In addition, many local libraries carry a collection of funding resources provided by the Foundation Center. To identify a participating library near you, please call the Foundation Center at (800) 424-9836 or access their web site at <http://www.fdncenter.org>.

Foundations accepting the NNG Common Grant Application:*

A Territory Resource	Larson Legacy
Abelard Foundation-East	Liberty Hill Foundation
Abelard Foundation-West	Marianist Sharing Fund
Acorn Foundation	McKay Foundation
Jennifer Altman Foundation	Bert & Mary Meyer Foundation
Amazon Foundation	Charles Stewart Mott Foundation
Angelica Foundation	Stewart R. Mott Charitable Trust
Susan A. & Donald P. Babson Charitable Foundation	Stewart R. Mott's Building Organized Community Program
Beldon Fund	A.J. Muste Memorial Institute
Ben & Jerry's Foundation	Needmor Fund
Boehm Foundation	Nokomis Foundation
Boston Globe Foundation	Jessie Smith Noyes Foundation
BridgeBuilders Foundation	Ottinger Foundation
C.S. Fund	Peace Development Fund
CarEth Foundation	Prospect Hill Foundation
Changemakers	Public Welfare Foundation
Chicago Resource Center	Rockefeller Family Fund
Chinook Fund	San Diego Foundation for Change
Discount Foundation	Sapelo Foundation
Episcopal City Mission	Seva Foundation
FACT Services Company, Inc. for the French American Charitable Trust	Seventh Generation Fund
Foundation for Mid South	Shefa Fund
Fund for Nonviolence	Ralph L. Smith Foundation
Fund for Southern Communities	Solidago Foundation
Fund of the Four Directions	Southern Partners Fund
Funding Exchange	Stern Family Fund
Wallace Alexander Gerbode Foundation	Sun Hill Foundation
Gill Foundation	Tides Foundation
Greensboro Justice Fund	Unitarian Universalist Funding Program
HKH Foundation	Unitarian Universalist Veatch Program at Shelter Rock
Jadetree Two Foundation	Rose & Sherle Wagner Foundation
	Women's Peacepower Foundation

*It is best to contact funders before submitting your application.

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I. COVER SHEET (Please use this format to create a one-page cover sheet.)

Organization Name: _____
Tax exempt status: _____
Year organization was founded: _____ Date of application: _____
Address: _____
Telephone number: _____ Fax number: _____
Director: _____
Contact person and title (if not director): _____
Grant request: _____ Period grant will cover: _____
Type of request (general support, start-up, technical assistance, etc.): _____
Project title (if project funding is requested): _____
Total project budget (if request is for other than general support): _____
Total organizational budget (current year): _____
Starting date of fiscal year: _____
Summarize the organization's mission (two to three sentences): _____

Summary of project or grant request (two to three sentences): _____

II. NARRATIVE (maximum of five pages.)

A. Introduction and Background of Organization (Incorporating the following points:)

1. Briefly describe your organization's history and major accomplishments.
2. Describe your current programs and activities.
3. Who is your constituency (be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation and people with disabilities)? How are they actively involved in your work and how do they benefit from this program and/or your organization?
4. If you are a grassroots group, describe your community. If you are a state, regional or national organization, describe your work with local groups, if applicable and how other regional and/or national organizations are involved.

B. Describe Your Request (Incorporating the following points:)

1. Problem statement: what problems, needs or issues does it address?
2. If other than general operating support, describe the program for which you seek funding, why you decided to pursue this project and whether it is a new or ongoing part of your organization.
3. What are the goals, objectives and activities/strategies involved in this request? Describe your specific activities/strategies using a timeline over the course of this request.
4. How does your work promote diversity and address inequality, oppression and discrimination within your organization as well as the larger society?
5. Describe systemic or social change you are trying to achieve: How does your work address and change the underlying or root causes of the problem?

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III. ATTACHMENTS/REQUIREMENTS (Supply everything checked below by funder who prepared this copy.)

A. Evaluation

- ☐ 1. Briefly describe your plan for evaluating the success of the project or for your organization's work. What questions will be addressed? Who will be involved in evaluating this work—staff, board, constituents, community, consultants? How will the evaluation results be used?

B. Organizational Structure/Administration

- ☐ 1. Briefly describe how your organization works: What are the responsibilities of board, staff and volunteers?

And if membership organization, define criteria for membership. Are there dues?

- ☐ 2. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.
- ☐ 3. Provide a list of your board of directors with related demographic information.
- ☐ 4. How is the board selected, who selects them and how often?
- ☐ 5. Include an organizational chart showing decision-making structure.

C. Finances

- ☐ 1. Most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available.
- ☐ 2. Organization's current annual operating budget (See attached budget format).
- ☐ 3. Current project budget, other than general support (See attached format).
- ☐ 4. Projected operating budget for upcoming year (See attached format).
- ☐ 5. List individually other funding sources for this request. Include amounts and whether received, committed or projected/pending.
- ☐ 6. Describe your plans for future fund raising.
- ☐ 7. A copy of your IRS 501(c)(3) letter. If you do not have 501(c)(3) status, check with the funder to see if they are willing to fund through your fiscal sponsor or are willing to exercise expenditure responsibility. Additional information may be required to do so.
- ☐ 8. Other

D. Other Supporting Material

- ☐ 1. Letters of support/commitment (up to three).
- ☐ 2. Recent newsletter articles, newspaper clippings, evaluations or reviews (up to three).
- ☐ 3. Recent annual report.
- ☐ 4. Videos/cassettes are accepted ONLY if this box is checked.
- ☐ 5. Other

Guidelines for applicants (completed by funder)

Send ___ number of complete copies: cover sheet, five page proposal and attachments that are checked off.

Use a standard typeface no smaller than 10 points and no less than .25 in margins .

Proposals by fax are ☐ are not ☐ accepted.

Binders or folders are ☐ are not ☐ accepted.

Your proposal must be ☐ double sided ☐ single sided ☐ no preference.

Please use the following paper ☐ white/very light colored, ☐ recycled,
☐ 8½ x11 inches only, ☐ no preference.

Sí, aceptamos las solicitudes de fondos en español . ☐ Yes, we accept funding proposals in Spanish.

No aceptamos las solicitudes en español. ☐ No, we do not accept funding proposals in Spanish.

Funder who prepared this copy of the Common Grant Application: _____

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IV. BUDGET

If you already prepare organizational and project budgets that approximate this format, please feel free to submit them in their original forms. You may reproduce this form on your computer and/or submit separate pages for income and expenses.

Budget for the period: _____ to _____

EXPENSES			INCOME	
Item	Amount	FT/PT	Source	Amount
Salaries & wages (breakdown by individual position and indicate full or part-time)	\$ _____ _____ _____ _____	_____ _____ _____ _____	Government grants & contracts (specify)	\$ _____
Fringe benefits & payroll Taxes	\$ _____		Foundations (specify)	\$ _____
Consultants & professional fees	\$ _____		Corporations	\$ _____
Travel	\$ _____		Religious Institutions	\$ _____
Equipment	\$ _____		United Way, Combined	\$ _____
Supplies	\$ _____		Federal Campaign & other federated campaigns	
Training	\$ _____		Individual contributions	\$ _____
Printing & copying	\$ _____		Fundraising events & products	\$ _____
Telephone & fax	\$ _____		Membership income	\$ _____
Postage & delivery	\$ _____		In-kind support	\$ _____
Rent & utilities	\$ _____		Other (earned income, consulting fees, etc. Please specify)	\$ _____
In-kind expense	\$ _____		_____	_____
Other (specify)	\$ _____		_____	_____
_____			_____	_____
TOTAL EXPENSE	\$ _____		TOTAL INCOME	\$ _____
			BALANCE	\$ _____

This Common Grant Application is a project of the National Network of Grantmakers. The form consists of five pages: a cover letter, Participating Funders List, Cover Sheet & Narrative Instructions and Budget page. If any pages are missing, please request them from your source for this form.

Internal Use Only:

Grant
#: _____

2005 COMMUNITY IMPACT FUND GRANT APPLICATION

Date: _____

Organization/Agency Information

Organization/Agency Name: _____

Address: _____

Agency Web Site: _____

Organization/Agency Director/CEO: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Contact Person: _____ Title: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Program/Grant Information

Program/Project Name: _____

Amount of Grant Requested: _____ Total Organization Budget: _____

Percentage of Organization's Total Budget used for Administration: _____

Purpose of Grant Request (one sentence): _____

Signatures

Name of Board President/Chair: _____

Signature: _____ Date: _____

Name of Organization/Agency Director/CEO: _____

Signature: _____ Date: _____

2005 COMMUNITY IMPACT FUND GRANT APPLICATION

Please provide the following information for items I. through III. by answering all questions in no more than three (3) typed pages. Please be thorough, clear, specific, and concise.

I. Organization/Agency Background:

- A. What is the history, mission and purpose of your organization?
- B. What are some of your past organizational accomplishments?
- C. What are some of your current programs and activities? (Include populations and geographic locations served.)

II. Project Information:

- A. Statement of Need
 - 1. Specify the community need you are seeking funds for.
- B. Project Goal, Objectives and Methodology
 - 1. State your project goal. Describe your project. How does your project meet the community need? What is unique and innovative about this project?
 - 2. State up to three objectives. Objectives should be specific, measurable, action-oriented, realistic, and time-specific. What are the specific activities you will undertake to meet your goal? How will you use the grant funds?
 - 3. What is your timeline for implementing the project?
 - 4. How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project?
- C. Project Outcomes and Evaluation
 - 1. What are the key anticipated outcomes of the project and impact on participants?
 - 2. How will you know if you have achieved the expected outcomes?
 - 3. How will progress towards the objectives be tracked and outcomes measured?

III. Project Future

- A. Is this a one-time expense?
- B. Explain how you will support this project after the grant performance period.

IV. Ancillary Documents

- A. Please submit with your completed application:
 - 1. Roster of Board Members
 - 2. A copy of your most recent audit or year-end financial statement
 - 3. A copy of your 501(c)(3) letter from the IRS
 - 4. If purchasing equipment, three competitive bids or price quotes.

2005 COMMUNITY IMPACT FUND GRANT APPLICATION

V. Project Budget

- A. Please provide a detailed line-item budget for your project by completing the table below. Include all sources of funding for the proposed project.

Line Item Description	Line Item Explanation (Formula/equation used as applicable. Example: 4 Wheelchairs @ \$400 each = \$1600)	Support From Your Agency	Support From Other Funders	Requested Amount From TCF	Line Item Total of Project
TOTALS:					



For the good of the game®

USGA Grants Office

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Fax: (719) 471-4976
www.usga.org

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<v. 3/29/05>

PROGRAM GRANT APPLICATION

SECTION 1: GENERAL INFORMATION

Organization Name (Official / Legal Name)			
Name of Golf Program			
Mailing Address	City	State	Zip Code
Shipping Address (if mailing address is PO Box)			
Primary Application Contact		Title	
Contact Phone Number (include extension) () - ext.	Secondary Phone Number () - ext.	Contact Fax Number () -	
Contact Email Address	Organization Web Site Address		
How did you hear about the USGA Grants Initiative?			
Under which category does your application qualify for USGA funding? (check only the one most applicable)			
<input type="checkbox"/> Junior Golf Program	<input type="checkbox"/> Program for Individuals with Disabilities	<input type="checkbox"/> Golf Facility	
<input type="checkbox"/> School-Operated Program	<input type="checkbox"/> Caddie/Occupational Program	<input type="checkbox"/> Other _____	
Which categories describe your organization? (check all that apply)			
<input type="checkbox"/> 501(c)(3)	<input type="checkbox"/> The First Tee	<input type="checkbox"/> Rehabilitation Hospital	
<input type="checkbox"/> School	<input type="checkbox"/> Boys and Girls Club	<input type="checkbox"/> Other Healthcare Facility	
<input type="checkbox"/> City Government	<input type="checkbox"/> YMCA	<input type="checkbox"/> State / Regional Golf Assoc.	
<input type="checkbox"/> County or State Government	<input type="checkbox"/> Girl / Boy Scout Council	<input type="checkbox"/> Golf Course / Country Club	
<input type="checkbox"/> Native American Government	<input type="checkbox"/> Other Youth Service Agency	<input type="checkbox"/> Other	

SECTION 2: GRANT PURPOSE

Amount Requested	Proposed Grant Period* (Start Date) _ / _ / _ through _ / _ / _ (End Date)
*Please note that first-time applicants are not eligible for multiple-year USGA grants. Further, the USGA does not award retroactive grants; USGA funds will not be available for activities taking place before the meeting at which the Grants Committee considers your request.	

SECTION 3: FINANCIAL INFORMATION - Please read and carefully follow the attached Guidelines for Completing USGA Budget Forms included in this application packet when answering this section.

- 1) On the separate budget forms provided, please complete the Revenues and Expenses sheets to the best of your ability. Your budget should include only information pertaining to the operation of your organization's golf program(s) including the two years prior to this proposal and your best projection of revenues and expenses for the three years subsequent to this proposal.
- 2) Please include your organization's two years most recent financial statements.
- 3) On a separate sheet, please itemize how USGA grant funds will be spent. In the case of a multi-year request, please detail the breakdown of the request in each year. Information needed in the itemization includes:
 - Total dollar amount requested
 - Total dollar amount for each requested item
 - Number of units for each requested item
 - Price per unit for each requested item
- 4) On a separate sheet, please provide a budget narrative for all items on the revenues and expenses pages of the budget.
- 5) Has your organization applied for a USGA grant in the past? ☐ Yes ☐ No
If yes, please provide all grant history including the name of the organization and/or program at the time of the application, the year(s) applied, and whether or not an award was made.
- 6) If awarded, will the applicant be the organization that utilizes and is accountable for all grant funds? ☐ Yes ☐ No
If no, please explain.
- 7) Describe in detail how the program will be funded after the proposed grant funds have been expended. What local support or other sources will assist in the operation of the program? Please be specific about any fundraising plans.
- 8) If awarded, what USGA recognition and naming opportunities are available?

SECTION 4: BACKGROUND INFORMATION

- 1) What year was your organization founded? _____ What year was your golf program founded? _____
- 2) Please provide background information about your organization.
 - a) Include your organization's mission and vision.
 - b) Describe in detail how the golf program fits into this mission.
 - c) Please include with this application a copy of your tax exempt status as defined under Section 501(c)(3) of the U.S. Internal Revenue Code or documentation verifying your organization as part of a governmental entity such as a county, municipality or tribal government.
- 3) Please describe the history and nature of the golf program and include the following:

- a) What are your short and long term goals and objectives?
 - b) What steps will you take to reach these goals?
 - c) Outline your timeline for these steps and accomplishments.
- 4) Please describe the need for USGA funds and what your organization hopes to achieve by receiving this grant.

SECTION 5: PROGRAM STRUCTURE

- 1) On a separate sheet, please attach a detailed programming schedule in addition to filling-out the following program information. Also, please include promotional materials regarding your program, if available.
- 2) Where will programming take place? Check all that apply and include the name of the facility in the space provided.
 - ☐ Golf Course (please specify regulation, short-course, etc.)
 - ☐ Practice Facility and Driving Range
 - ☐ School Gymnasium
 - ☐ School Field
 - ☐ Other:
- 3) Is there a program fee? ☐ Yes ☐ No If yes, how much
If yes, are scholarships available and how are these determined?

For the following sections, please use this definition of terms when describing your program:

Program: each type of programming offered; i.e., after-school, summer, clinic, birdie level, etc.
Session: the series of meetings held for each program during a specified period of time
Meeting: each time the participants of a session meet

- 4) For **each** separate golf program included in this grant application, please answer the following questions:
- What date is your golf program scheduled to begin / / and end / / ?
 - How many distinct participants do you project to serve in each program?
 - How many total sessions will take place within each program?
 - How often does each session meet and for how long?
 - What is the total number of meetings for each session?
 - How many hours does each meeting last?
 - How many distinct participants are at each meeting?

Program 1:

Program 2:

Program 3:

Program 4:

Program 5:

Program 6:

- 5) For each type of programming offered, how many total instruction hours will be available to each participant?

Example: “ABC” Program
Hours per meeting: 2
Number of meetings a participant will attend: 15
(if number varies, please include a range and average)
Total hours of programming per participant: 30

Type 1:

Type 2:

Type 3:

Type 4:

Type 5:

Type 6:

- 6) Please describe specific ways a participant can progress through your program.

SECTION 6: COURSE ACCESS

- 1) Will participants have time during programming to practice or play on a golf course? ☐ Yes ☐ No
If yes, please answer the following questions for each programming component.
- When does access occur, how often, and for how long?
 - How much does the program pay in green fees for each participant during program hours?
 - Do these fees represent a discount, and if so, how much?
 - Why did you choose to incorporate golf course access during the program?
- 2) Will participants have golf course access outside of programming? ☐ Yes ☐ No
If yes, please answer the following questions for each programming component.
- Where can participants play?
 - What is the average distance between the golf course and where participants live?
 - How much do your participants pay?
 - What is the regular junior rate at the golf course?
 - Why did you choose to arrange for golf course access outside of programming?

SECTION 7: INSTRUCTION

- 1) Who provides golf instruction for your program?
 - a) How many instructors will be utilized during each meeting?
 - b) What is the projected instructor-to-participant ratio per meeting?

- 2) For each category, please indicate:

	Total number of instructors	Average rate/hour paid by program	Normal rate/hour charged by instructor
◆ PGA/LPGA Professional			
◆ PGA/LPGA Apprentice			
◆ Other Certified Professional			
◆ Non-certified Professional			
◆ Non-certified Amateur			

- 3) Please describe the background of those instructors who are not certified professionals.

SECTION 8: OTHER PROGRAM DETAILS

- 1) How are participants transported to programming?

- 2) Does your program include any non-golf components? ☐ Yes ☐ No
If yes, please describe these components in detail and refer to the "Application Evaluation Criteria" for examples of what might be included.

- 3) Please describe your volunteer program in detail.
 - a) How many total volunteers are involved with your program?
 - b) How many attend programming on a consistent basis?
 - c) How are they recruited and trained?
 - d) What are their primary responsibilities?
 - e) What are their golf backgrounds and/or qualifications?

- 4) Does your program have a mentoring component? ☐ Yes ☐ No
If yes, please describe how mentors are recruited and trained, their primary responsibilities, and the total number of mentors expected to be involved in your program.

SECTION 9: DEMOGRAPHIC INFORMATION

- 1) What geographic area does your program serve? Please include information about where your participants reside.
- 2) How many individuals are projected to participate in your program?
 - a) What percentage of that total do you estimate to be males % and females %?
 - b) What percentage of that total do you estimate will return 1 year % and 2 years % after the program?

- 3) Please provide your best percentage estimates for the participants expected to be in your program. (Please provide additional, pertinent documentation, if available.)

<u>Age Range</u>	
Under the age of 6	%
6 to 9	%
10 to 13	%
14 to 18	%
Adult	%
	100%

<u>Socio-economic background</u>	
Household income less than \$25,000	%
Household income \$25,000-\$50,000	%
Household income \$50,001-\$75,000	%
Household income \$75,001 and above	%
	100%

If you know, please estimate the percentage of children on the Federal Free or Reduced Lunch programs. %

<u>Ethnicity</u>	
African-American	%
American Indian/Alaska Native	%
Asian/Pacific Islander	%
Caucasian	%
Hispanic	%
Other	%
	100%

Golf Background	%
No previous exposure to golf	%
Beginners	%
Intermediate	%
Advanced	%
	100%

- 4) If applicable, how many participants did you serve in the year prior to your proposed grant period?
 - a) What percentage were males % and females %?
 - b) What percentage of participants from last year do you anticipate returning this year? %
- 5) How are new participants recruited to the program? Please outline, in detail, your recruiting methods beyond "word-of-mouth" and from where specifically you will recruit them.

SECTION 10: PROGRAM OUTCOMES MEASUREMENT

- 1) What do you hope to achieve in terms of participant impact through this program? Please describe in detail.
- 2) Does your organization measure the overall effectiveness of the program? If so, please describe in detail.
- 3) Do you track information for each participant? ☐ Yes ☐ No
If yes, what measures do you have in place to track progress through the program? (check all that apply)
☐ Pre and Post Surveys
☐ Skill Level Tests
☐ Observation
☐ Taking Attendance
Please describe your tracking measures in detail.

SECTION 11: LEADERSHIP

- 1) Who operates your program on a day-to-day basis?
For that person, please include all of the following points in your answer:
 - ◆ What is his/her golf background?
 - ◆ What is his/her professional background including education and experience with similar programs?
 - ◆ What is his/her background in working with this population (kids, individuals with disabilities, etc.)?
 - ◆ Please include any other pertinent background information.
- 2) If the person listed on this application as the primary contact is different from that person identified in the question above, please explain the relation of this primary contact to the program and include background information.
- 3) Do you have a Board of Directors or other governing body? ☐ Yes ☐ No
If yes, on a separate sheet, please attach a list of the Board of Directors, including their names, titles, employment information, relation to the program, and contact information including address and phone number(s).
- 4) What active roles do the Board members take with your golf program and how often do they meet per year?
- 5) On a separate sheet, please provide at least three references outside of the organization that we may contact and who have pertinent information about your organization and program. Be sure to include their names, titles, employment information, relation to the program, and contact information including address and phone number(s).

REMINDER PAGE- copy with original signature and date to be returned with complete application.

Be certain to include the following documents with your application:

- ☐ IRS tax determination letter or document verifying organization's status as a governmental entity
- ☐ Completed USGA program budget forms (Revenues and Expenses)
- ☐ Budget Narrative
- ☐ Itemized breakdown of grant request
- ☐ Organization's two most recent financial statements
- ☐ List of Board of Directors or other governing body with contact information
- ☐ List of references with contact information
- ☐ Program schedules; promotional materials, if applicable

I hereby attest that I am an authorized representative of the organization submitting this grant proposal to the United States Golf Association for consideration:

Name (printed):

Title:

Signature:

Date:

Return completed application and supporting documentation to:

USGA – Grant Application
1631 Mesa Avenue, Suite D
Colorado Springs, CO 80906
Phone (719) 471-4810

Guidelines for Completing USGA Budget Forms

General Guidelines

USGA budget forms should include only information pertaining to the operation of your organization's golf program(s). Although your organization may operate other programs, this budget should be confined to golf programming including, but not limited to, what is under consideration for this USGA grant. For golf facilities, please include all expenses related to operating your golf course as well as program expenses.

On the top of both forms, please enter a 12-month period in the space entitled "Year 1 of Grant." (This time period must start after the Grants Committee Meeting at which this grant application will be reviewed.) This period of time should correspond with the dates listed as your proposed grant period on your grant application. On both the Revenues and Expenses pages, please include information for each of the two years prior to the proposed grant period, as well as three years of projections. If your program is new and does not have two prior years of budgets, then you may leave those columns empty. Carefully consider your program's future budget when providing projections; please provide the most accurate information possible.

Revenues Page Guidelines

Use the same 12-month periods that you used on the Expenses page. For all items listed, denote whether the revenue is committed or pending. Committed revenues must be cash in hand or contributions that have been committed in writing. In all cases, include only revenues that will be applied to the program for which you are requesting funding

Income

From Fundraising Events should include gross income raised through fundraising events; e.g., tournaments, auctions, etc.

Fees: From Membership Fees refers to funds raised through membership to your organization that are specifically allocated for the program to which this application refers. *From Program Fees* should refer to any income generated from having participants pay a fee to participate in the program.

Cash Contributions

Contributions *From Individuals* is the total sum of cash contributions from individuals; it is not necessary to list these contributions separately. However, please list each *Corporate Contribution* separately in the space provided.

Grants from Foundations and Government

This request from the USGA should be listed in "Year 1 of grant" as a pending revenue. If it is a multi-year request, the amount requested for each year should be reflected in the appropriate space(s) on the budget form. If you plan on applying for USGA grants in subsequent years, include those anticipated amounts as well. In this section, also list any other grants from foundations or governmental sources separately. For all amounts listed, please designate as committed or pending.

In-Kind Contributions

In this section, please list separately all in-kind contributions (donated goods or services) that your program receives or expects to receive. The value of discounts off standard prices can be included in this section as well. Here too, please include the two prior years and the three years of projections.

Expenses Page Guidelines

The expenses page should include all the cash expenses that pertain to the program or project for which you are requesting funding. Do not include in-kind expenses on this page. Please note that the page is divided into different sections; include information only in those areas for which your program will incur a cash expense.

Program Expenses

Access: Golf Course Access should reflect the amount of money the program spends on green fees to allow participants to play on the course. If the program takes place at a course but uses the driving range, list the expense under Driving Range Access. *Driving Range Access* should reflect the amount of money the program spends on range balls.

Instruction: *PGA/LPGA Instructors* refers only to expenses for those certified instructors. *Other Instructors* include any expenses for instructors who are not PGA or LPGA-certified. This can include professional instructors who have another kind of certification or are uncertified.

Transportation: *Driver Fees* should include the amount paid to a person or group of people to provide transportation for the program. *Fuel* should reflect expenses on fuel purchases or reimbursements. *Vehicle Rental* includes, but is not limited to, the rental of vans or buses used to transport participants for programming.

Equipment and Teaching Materials: *Clubs, Bags, and Balls* refer to the amount of money spent on golf bags, golf clubs, and golf balls respectively. The line for balls should not include driving range balls, but rather corresponding to the permanent purchase of golf balls. *Teaching Materials* refers to instructional supplies that are used during the program. Teaching materials include, but are not limited to: videos, publications, computer software programs, and training devices.

Office Expenses

Office Mortgage/Rent should only include expenses pertaining to the space used to operate the program.

Telephone/Fax should only include expenses related to this program; if your organization uses the same phone/fax for multiple programs, please provide the amount as percentage of that expense used for the program for which you are requesting funding.

Accounting/Legal Fees should only include expenses for accounting or legal services attributed to this program.

In the "Office Expenses" section of the budget, feel free to include other office expenses that your program incurs. This can include, but is not limited to, office supplies, postage, and insurance.

Other Expenses

Fundraising Expenses should refer only to cash expenses that are incurred with the operation of fundraising events.

In the "Other Expenses" section of the budget, you may also include other cash expenses not covered in any of the above sections. These expenses may include, but are not limited to, clothing, food, beverage, awards, advertising, and printing. For golf facilities, make sure to include all salaries, maintenance, and other expenses related to running the golf course even if not being requested from the USGA.

Administrative Expenses

Salaries and Wages for Administrative Staff should include only the payment of individuals who provide administrative services specifically for this program (or a percentage of their total salary that best reflects the time spent for this program). If the same person provides instruction and administrative services, then separate those expenses accordingly; this line item must not include any expenses for instruction. *Employee Benefits* should only include expenses on benefits for administrative staff, again related to this program and pro-rated as necessary.

Budget Narrative Guidelines

Please write a narrative of every line item that appears on your revenues and expenses pages. Here are two examples:

Expenses Page Narrative

Course Access = \$3,600

50 participants x \$3 per round x 24 rounds per participant = \$3,600

The program pays for green fees for every participant twice per week for 12 weeks. The rate of \$3 per round represents a discount of \$2.

Revenues Page Narrative

The Greens for Kids Foundation - \$10,000

We submitted a \$10,000 grant request to the Greens for Kids Foundation in March to fund the transportation of our participants. We expect to know the outcome of the request by May 1. We expect the decision to be favorable due to the fact that we received a grant from this foundation last year.

Request Itemization Guidelines

Please include an itemized breakdown for every item for which you are requesting USGA funding. Here is an example:

Total USGA request: \$10,000

Instruction: \$4,000: \$40/hour x 5 hours per week x 20 weeks = \$4,000

Course Access: \$6,000: \$4 per green fee x 5 green fees per participant x 300 participants = \$6,000

Cash Expenses

		Actual		Projected			
		2 Years Before (/ - /)	Year Before (/ - /)	Year 1 of grant (/ - /)	Year 2 (/ - /)	Year 3 (/ - /)	
Fiscal Year (Mo./Yr. - Mo./Yr.) →							
Program Expenses	Access	Golf Course Access					
		Driving Range Access					
		Total Access Expenses	\$0	\$0	\$0	\$0	\$0
	Instruction	PGA/LPGA Instructors					
		Other Instructors					
		Teaching Materials					
		Total Instruction Expenses	\$0	\$0	\$0	\$0	\$0
	Equipment	Golf Clubs and Bags					
		Golf Balls					
		Total Equipment Expenses	\$0	\$0	\$0	\$0	\$0
	Transportation	Driver Fees					
		Fuel					
Vehicle Rental							
Total Transportation Expenses		\$0	\$0	\$0	\$0	\$0	
Other Expenses (Please specify individually)	Fundraising Expenses						
	Construction						
		Total Other Expenses	\$0	\$0	\$0	\$0	\$0
Office Expenses (Please specify individually)	Office Mortgage/Rent						
	Telephone/Fax						
	Accounting/Legal Fees						
		Total Office Expenses	\$0	\$0	\$0	\$0	\$0
Admin. Expense	Salaries/Wages for Administrative Staff						
	Employee Benefits						
	Total Administrative Expenses	\$0	\$0	\$0	\$0	\$0	
	Total Annual Expenses	\$0	\$0	\$0	\$0	\$0	
	Total Annual Revenues Minus Total Annual Expenses	\$0	\$0	\$0	\$0	\$0	
	Total Adjusted Revenues Minus Total Expenses	\$0	\$0	\$0	\$0	\$0	
*K=In-Kind Expense (goods or services donated to the program)							

NOTE: Failure to follow the attached guidelines may result in delays in processing your application

Please be sure to complete the accompanying Revenues page

Date printed: January 11, 2006

SAMPLES OF
FOUNDATION
&
ASSOCIATION
GRANTS

ACORN FOUNDATION

Objective: The Acorn Foundation is a member of the Common Counsel Foundation of Oakland, California and is dedicated to building a sustainable future for the planet and to restoring a healthy global environment. The Acorn Foundation is particularly interested in small and innovative community-based projects which: preserve and restore habitats supporting biological diversity and wildlife; advocate for environmental justice, particularly in low-income and indigenous communities; and prevent or remedy toxic pollution.

Eligibility: The Acorn Foundation makes grants in the \$5,000 to \$10,000 range to grassroots organizations. Grantees are asked to submit year-end reports, and Acorn will consider renewal grants to organizations that have fulfilled its reporting requirements. Please submit a letter of inquiry (LOI) rather than a full proposal by **January 15th or June 15th of every fall and spring**. Please review eligibility guidelines before submitting an LOI. We will only consider requests from organizations that meet our eligibility guidelines.

Contact Information: Contact the Common Counsel Foundation at 1221 Preservation Park Way, Oakland, CA 94612-1206, by phone at (510) 834-2995 or email at ccounsel@igc.org

AMATEUR ATHLETIC FOUNDATION OF LOS ANGELES

Objective: The Foundation seeks to serve the entire community, but gives special attention to groups and communities underserved by traditional sports programs, including girls, ethnic minorities, and the physically challenged and developmentally disabled. AAF funds are primarily intended for the development of youth sports below the elite level.

Eligibility: The AAF will consider a request from any bona fide Southern California organization devoted to sports. The AAF awards grants in Southern California's eight counties: Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara and Ventura. The Foundation serves all of Southern California, but gives special emphasis to Los Angeles, the city that hosted the 1984 Olympic Games. We do not use a standardized grant application form.

Contact Information: The Foundation is located at 2141 W. Adams Blvd., Los Angeles, CA 90018. You may contact them at (323) 730-4600 or through email at: info@aafla.org. For more information visit <http://www.aafla.org/>

AMERICAN LIBRARY ASSOCIATION

Grant/Program: *Carnegie-Whitney Grant*

Objective: The grant awards up to \$5,000 for the preparation and publication of popular or scholarly reading lists, indexes and other guides to library resources that will be useful to users of all types of libraries. The grants may be used for print and electronic projects of varying lengths. The grants are intended to cover preparation costs appropriate to the

development of a useful product, including the cost of research and compilation. The grant does not cover the purchase of equipment or production/manufacturing costs.

Eligibility: Grants are awarded to individuals, official units of the American Library Association (including committees), and other groups affiliated with the American Library Association.

Contact Information: Questions should be directed to Queen Washington, American Library Association at 1(800) 545-2433 x5416 or through email at: qWASHINGTON@ala.org

AMERICAN SCHOOL HEALTH ASSOCIATION

Grant/Program: *School Health Index Implementation Mini Grants*

Objective: The mission of the American School Health Association is to protect and promote the health of children and youth by supporting coordinated school health programs as a foundation for school success. To provide national leadership and achieve its mission, ASHA has adopted five goals: Interdisciplinary Collaboration-Promote interdisciplinary collaboration among all who work to protect and improve the health, safety and well being of children, youth, families and communities. Professional Development- Provide professional development opportunities for all those associated with school health programs. Advocacy- Provide advocacy for building and strengthening effective school health programs. Research- Encourage quality research to strengthen school health programs. Resources- To fulfill these initiatives, ASHA must acquire human, fiscal and material resources. These mini-grants might, for example, provide funding for building walking trails, increasing time for P.E., increasing access to healthy snacks, incorporating curriculum around the new food pyramid or offering salad bars. The majority of these mini-grants will range from \$1,000 to \$5,000, and no award will exceed \$10,000.

Eligibility: Any public or private elementary school in California that has completed a School Health Index- a Self-Assessment and Planning Guide. The School Health Index is available online at <http://www.cdc.gov/HealthyYouth/SHI>.

Contact Info: Contact Marjorie Benjamin at (800) 445-2742 or through email at: <mailto:mBenjani@ashaweb.org> For more information please visit: http://www.ashaweb.org/mini_grants.html

ARCHSTONE FOUNDATION

Objective: The Foundation's funding priorities reflect the desire to prepare society for an aging population. Building upon aging trends, research and program innovation, the Foundation's mission is accomplished through strategic initiatives and responsive grantmaking. The following are the Foundation's funding priorities: Fall Prevention, Elder Abuse, End-of-Life, and Responsive Grantmaking.

Eligibility: The Foundation funds nonprofit organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code and are deemed "not a private foundation" under Section 509(a). In recognition of the source of the Foundation's endowment, priority is

given to proposals serving the Southern California region. A letter of inquiry should be sent before any proposals are submitted.

Contact Information: Located at 401 E. Ocean Blvd., Suite 1000, Long Beach, CA 90802. Contact the foundation at (562) 590-8655. For more information please visit: <http://www.archstone.org/index.htm>

THE CALIFORNIA WELLNESS FOUNDATION

Programs: Responsive Grantmaking Program

Objectives: The Foundation's Responsive Grantmaking Program prioritizes eight issues for funding: diversity in the health professions; environmental health; healthy aging; mental health; teenage pregnancy prevention; violence prevention; women's health; and work and health. They particularly encourage requests for core operating support. Requests for project funding are also welcome. Core operating support can be used to help underwrite the regular, ongoing health promotion and disease prevention activities of your organization. Such funds can also be used to strengthen organizational infrastructure through activities such as: providing salaries for key administrative staff; covering operating expenses; and engaging in strategic planning or facilitating board development

Eligibility: The Foundation funds nonprofit organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code and are deemed "not a private foundation" under Section 509(a). The Foundation also funds government agencies. To request a grant from TCWF, an organization should write a one- or two-page letter of interest. Grants range from \$20,000 to about \$300,000 for a one-to-three-year period. However, the typical three-year grant does not exceed \$150,000.

Contact Information: If you have questions about the application process that have not been answered on the website, or if you need to contact the Foundation for more information, please direct your inquiries to: Director of Grants Management, The California Wellness Foundation, 6320 Canoga Avenue, Suite 1700, Woodland Hills, CA 91367; (818) 593-6600

For more information please visit http://www.tcwf.org/grants_program/index.htm

THE COMMUNITY FOUNDATION

Programs: *Community Impact Fund*

Objectives: *The Community Impact Fund* has several areas of focus. These include: health & human services that promote access to healthcare for all residents and helping individuals and families obtain basic services to promote an improved quality of life; youth & family services that enhance opportunities to promote academic achievement and positive youth development and develop family support services that foster learning and growth; programs that promote the arts and culture while encouraging creative expression and providing opportunities for enjoyment of cultural activities and art forms; Programs for civic and public benefit that build a sense of community and promote civic participation.

Eligibility: Nonprofit 501(c)(3) or public agencies (in limited circumstances) may apply for grants for programs, activities or equipment that will primarily benefit the residents of Riverside and/or San Bernardino Counties. The Community Foundation will only accept applications from 501(c)3 organizations that can document on-going operations and nonprofit status for at least three years.

The Grant Application Packet must include: the Completed Grant Application, a 501(c)3 letter from the IRS, the most recent audit or year-end financial statement, a board roster, and a board approval letter. Grants from the Community Impact Fund are normally limited to a maximum of \$10,000.

Contact Information: Celia Cudiamat at (951) 684-4194 or through email at ccudiamat@thecommunityfoundation.net

THE JAMES IRVINE FOUNDATION

Programs: *Communities Advancing the Arts Initiative, California Perspectives Program, The Youth Program*

Objective: The James Irvine Foundation is dedicated to expanding opportunity for the people of California by means of their Communities Advancing the Arts, California Perspectives, and Youth Program. Communities Advancing the Arts is a three-year, \$5.5 million initiative intended to build new, sustainable funding streams for the arts in California. The California Perspectives Program focuses on public understanding, engaging Californians, and improving decision-making on significant issues of long-term consequence to the state. The Youth program seeks to increase the number of low-income youth in California who complete high school on time and attain a postsecondary credential by the age of 25.

Eligibility: To be considered for a grant, your organization or project must be classified as a public charity and tax exempt under 501(c)(3) of the Internal Revenue Code. It also must benefit California and be primarily independent from government support. Based on this restriction, we refrain from making grants to public agencies or organizations that receive more than 50 percent of their revenue from government donations. Program staff continually scans the field to identify nonprofit organizations that are doing exemplary work that aligns with our program interests. They tap expert networks, seek referrals, and conduct market or sector-wide research. A majority of grants are awarded in this way, and it is not uncommon for them to devote a significant portion of our annual grants budget to ongoing partnerships. They developed a mechanism to provide open, competitive funding to organizations that, for the most part, had not previously received Irvine funding. This fund is called the New Connections Fund. Grants are awarded up to \$50,000, over one or two years, and requests are considered in a competitive application process. Unfortunately The New Connections Fund (NCF) has now concluded its pilot year (2004 to 2005). During this time, there were three application rounds and they considered grant requests of up to \$50,000, through an open and competitive application process. During the first two rounds of funding, they awarded over \$3 million to 106 nonprofit organizations across the state. They are currently reviewing the pilot year's activities, assessing whether the NCF has met its goals, and considering whether the NCF

should be continued beyond the pilot period. Please visit the website to check for updates on new deadlines and programs.

Contact Information: For more information contact their Grants Manager by email at grantsadmin@irvine.org, by phone at (415) 777-2244, or online at http://www.irvine.org/grants_program/overview.shtml

NATIONAL GARDENING ASSOCIATION

Grant/Program: *Youth Garden Grants Program*

Objective: NGA's Youth Garden Grants program has helped more than 1.2 million youngsters reap rewards and vital life lessons from working in gardens and habitats. NGA awards Youth Garden Grants to schools and community organizations with child-centered, outdoor garden programs. In evaluating grant applications, priority will be given to programs that emphasize one or more of these elements: educational focus and/or curricular ties (if applicant is a formal education program); nutrition or plant-to-food connections; environmental awareness/education; entrepreneurship; social aspects of gardening such as leadership development, team building, community support, or service-learning.

Eligibility: Schools, youth groups, community centers, camps, clubs, treatment facilities, and intergenerational groups throughout the United States are eligible. Applicants must plan to garden in 2006 with at least 15 children between the ages of three and 18 years. Previous Youth Garden Grant winners who wish to reapply must wait one year and have significantly expanded their garden programs. Applications for the 2007 grant cycle will be available as of February 28, 2006.

Contact Information: The NGA is located at 1100 Dorset Street, South Burlington, VT 05403. You can also reach them at (800) 538-7476 (800-LETSGRO) or contact Donna at: <mailto:donna@garden.org> For more information please visit: <http://www.kidsgardening.com/grants.asp>

TIDES FOUNDATION

Program: The California Wildlands Grassroots Fund

Objective: The California Wildlands Grassroots Fund (CWGF) was established to support the heroic efforts of activists to preserve California's wildlands. The CWGF supports conservationists advocating for the permanent protection of intact wildlands on both public and private lands in order to help preserve California's wilderness and native biological diversity. CWGF defines "wildlands" as natural habitats, privately or publicly owned, that are (or have the potential to be) permanently preserved through legislation or deed restrictions. The activities the Tides Foundation supports include, but are not limited to: Mailings, paid advertising, advocacy-related travel, research, hiring technical, legal or scientific experts, consultants, equipment purchase or rental, training, retreats, monitoring, mapping, advocacy-related personal expenses (i.e. childcare).

Eligibility: Small nonprofit organizations (with budgets of \$100,000 or less) and individual activists (with a sponsoring organization) who show a demonstrated ability

and commitment to conserve California's natural landscapes, ecosystems, plants and wildlife. Priority will be given to Geographic areas and advocacy efforts that have not received significant foundation support. Typical grants range between \$1,000-\$3,500 and the maximum grant is \$5,000.

Contact Information: For more information please visit <http://www.calwildlandsfund.org/>

UNITED STATES GOLF ASSOCIATION

Grant/Program: *For the Good of the Game Grants*

Objective: Since 1997, the USGA has been awarding grants through its "For the Good of the Game" Grants Initiative in an effort to make golf more affordable and accessible. Through this effort, the USGA supports organizations that use the game and its values as a vehicle to improve the quality of life for individuals and for society in general. This \$5 million annual initiative focuses on positively impacting young people (minorities, girls, economically disadvantaged, and others with limited access to the game of golf) and individuals with disabilities through instructional programming and golf facility construction projects, as well as caddie and other work-based programs. The USGA will consider funding requests for the following items provided the applicant is committed to the goals (as represented in the General Introduction) of the "For the Good of the Game" Grants Initiative and its target population(s): golf course access and practice range access; golf instruction; golf equipment, including adaptive golf equipment for individuals with disabilities; transportation provided for participants to attend programming; certain construction costs for alternative, beginner-friendly golf courses and golf facilities in areas where there are obstacles to affordable access to the game; e.g., the construction of tees, greens, and practice areas.

Eligibility: All grant recipients must be tax-exempt, nonprofit organizations as defined under Section 501(c)(3) of the U.S. Internal Revenue Code or government entities such as schools or municipalities. Applications will be accepted from organizations that have applied for such status but grant monies (should an organization receive a grant) will not be released until tax-exempt status has been received. USGA will not fund the entire budget of a program. Typically, the USGA expects the applicant organization to contribute a percentage of the project's expenses with their own funds. Further, the USGA expects applicants to have a feasible plan for fiscal sustainability and an exit strategy that outlines how the program will continue without USGA funding in subsequent years. These plans typically include support from individuals, local organizations, other foundations, fundraisers and the donation of in-kind services, as well as many other creative ideas

Contact Information: The USGA is located at 1631 Mesa Ave., Suite D, Colorado Springs, CO 80906. You can also contact them at (719) 471-4810 or for more information please visit: <http://www.usga.org/aboutus/foundation/foundation.html>

THE WEINGART FOUNDATION

Objectives: Weingart Foundation will consider grants to assist credible agencies and institutions serving children and youth, the aged, the disabled, the homeless, the sick, the poor, or otherwise disadvantaged, and projects benefiting the general community. Consideration will be given to the support of well conceived experimental or demonstration projects in program areas of grant focus that promise significant positive results and are likely to produce long-term multiplier effects.

Eligibility: An organization that is certified as tax exempt under Section 501(c)(3) of the U.S. Internal Revenue Code and is not a private foundation as defined in section 509(a) of that Code is eligible for consideration. Grants are usually awarded for a limited period of time. Some grants may be paid over a multi-year period; however, the Foundation generally does not approve grants to any organization on a continuing annual basis. The Foundation accepts and processes applications for grants throughout the year with no deadlines. If, after reviewing the guidelines, there is sufficient reason to believe that the Foundation's funding priorities and interests are compatible with the needs of the organization seeking support, then a brief letter of inquiry should be addressed to the President and Chief Administrative Officer. Please consult the Foundation's web site for detailed instructions. If it is determined from the letter of inquiry that the project meets the Foundation's priorities and interest, the applicant will be provided with the instructions and forms required to prepare and submit a formal application.

Contact Information: For more information please visit <http://www.weingartfnd.org/>

FOUNDATION

ONLINE

RESOURCES

For an listing of foundations and the grants they offer please visit the following websites:

The Capital Research Center

A searchable database of nationwide nonprofits, associations, foundations, corporations, and other grantmakers. You can filter your results according to state, assets, revenues, and expenditures. You are also able to view the grantmakers funding history.

<http://capitalresearch.org/search/search.asp>

The Foundation Center

Maintains and regularly updates four distinct directories of links to more than 4,800 grantmaker Web sites. The links are organized by grantmaker type. Select a grantmaker type to search or browse our summaries of the sites collected there.

<http://fdncenter.org/>

